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 CONFIDENTIAL  
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29 October 1954



T/O

ADMINISTRATIVE FILE: Chief of Administration  
 Office of the Deputy Director (Plans)

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SUBJECT: Personnel Ceiling of the EE Division.

REFERENCE: Memo dtd 18 Aug 54 to DD/A fr COA/DDP, sub: "Personnel Authorization for EE Division."

1. With the resolution of the "in casual - out casual" procedure I have considered action which should be taken in connection with the request made in the referenced memorandum concerning the personnel ceiling of the EE Division. I recognize the situation which exists and that some adjustment is necessary to meet the conditions in which the Division finds itself.

2. It is my understanding that we should legalize the ceiling of the EE Division to provide for the total number of personnel actually on duty and that a reduction to a ceiling of [REDACTED] would be effected by 30 June 1955.

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3. According to statistics prepared by the Office of Personnel, as of 30 September 1954 the personnel ceiling of the EE Division was [REDACTED] and the total "on duty" strength was [REDACTED]; the personnel ceiling of the DD/P area was [REDACTED] against an "on duty" strength of [REDACTED]. Therefore, it appears that the necessary adjustment in the ceiling of the EE Division can be absorbed within that authorized for the DD/P organization as a whole. Consequently, the EE Division ceiling is established at [REDACTED] with the understanding that it will be reduced to not to exceed [REDACTED] by 30 June 1955. No increase in the over-all DD/P ceiling is authorized at this time.

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15/  
 L. A. WHITE  
 Deputy Director  
 (Administration)

DD/A:LKW:laq  
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